

- 18.98** *Em dash.* For use of the em dash in run-in indexes that require occasional sub-subentries, see example B in 18.27.
- 18.99** *En dash.* The en dash is used for page ranges and all other inclusive locators (e.g., “dogs, 135–42”). See 6.83, the index to this manual, and examples throughout this chapter.

The Mechanics of Indexing

BEFORE INDEXING BEGINS: TOOLS AND DECISIONS

- 18.100** *Schedule.* Anyone making an index for the first time should know that the task is intensive and time consuming. An index for a three-hundred-page book could take as much as three weeks’ work. See also 18.3.
- 18.101** *Proofs.* The indexer must have in hand a clean and complete set of proofs before beginning to index. For a printed work, page proofs are required; for an electronic work, the indexer typically requires a printout showing both content and locators. For a journal volume, the work may begin when the first issue to be indexed has been paginated, and it may continue for several months, until page proofs for the final issue in the volume have been generated. For a nonprint work, the final version must be available. See also 18.107–8, 18.118–27.
- 18.102** *Publisher’s preferences.* Before beginning work, the indexer should know the publisher’s preferences in such matters as alphabetizing, run-in or indented style, inclusive numbers, handling of numeric entries, and the like (all matters dealt with in earlier sections of this chapter). For a journal volume index, the style is likely to be well established, and the indexer must follow that style. If the publisher requests an index of a particular length, the indexer should allow more than the normal time for editing (see 18.133). See also 18.134.
- 18.103** *Software.* Software programs commonly used by professional indexers require more learning time than most authors can afford. Less complicated ones are becoming available (check with your publisher or the American Society of Indexers). But an index can be prepared with patience and an ordinary word processor.
- 18.104** *Using the text files.* Authors often request a copy of the final electronic files that correspond exactly to the page proofs and thus include page numbers

- or other locators. Unfortunately, those files are heavily formatted for typesetting and perhaps other uses; to convert them for use by the indexer is therefore extremely expensive. A copy of the publisher’s edited files could be used for searches and other tasks, but it may not include locators.
- 18.105** *Typing and format.* Before beginning to type—*typing* is used here to mean keyboarding on a computer as well as on a typewriter (see 18.106)—consult the publisher about the format in which the index is to be submitted (see 18.134). Although the index will eventually appear in flush-and-hang style, you may find it easier to type it in the form of simple paragraphs, flush left, with a hard return at the end of each entry. In indented style, use the hanging-indent feature after the main entry and all but the final subentries; use a hard return only at the end of the entire entry. Avoid the tab; just let the runover lines wrap normally. Use your regular software to create italics and boldface, if needed.
- 18.106** *The old-fashioned way.* Indexers used to handwrite or type preliminary entries and subentries on 3 × 5-inch index cards, then alphabetize and edit the cards, and finally type the index, while further refining it, on 8½ × 11-inch sheets. For details, consult Nancy Mulvany, *Indexing Books* (bibliog. 2.5), or the thirteenth or fourteenth edition of this manual (no longer in print but available in large libraries). The procedures described in the following sections can be adapted to the index-card method.
- WHEN TO BEGIN
- 18.107** *Preliminary work.* Although some planning can be done at the manuscript stage, most indexes are prepared as soon as a work is in page proof or, if electronic, in its final form. For indexes in which the locators are paragraph or section numbers rather than page numbers, galley proof or, for an electronic work, a nonfinal printout can be used. Authors who are not preparing their own indexes may compile a list of important terms for the indexer, but doing much more is likely to cause duplication or backtracking.
- 18.108** *Pagination of printed works.* Once an indexer has started work on an index that uses page numbers, adding or moving an illustration or more than two or three words of text will affect pagination. No index using page numbers should be begun, let alone completed, until page numbering is final.

- 18.117** *Illustrations, tables, charts, and such.* Illustrative matter may be indexed if it is of particular importance to the discussion, especially when such items are not listed in or after the table of contents. References to illustrations may be set in italics (or boldface, if preferred); a headnote should then be inserted at the beginning of the index (see 18.145 for an example).

reptilian brain, 199, 201–3, 202

Alternatively, references to tables may be denoted by *t*, to figures by *f*, plates by *pl*, or whatever works (all set in roman, with no space following the page number). Add an appropriate headnote (e.g., “The letter *t* following a page number denotes a table”). If the number of an illustration is essential, it is safer to use *table*, *fig.*, and so on, with no comma following the page number.

titi monkeys, 69, 208t, 209t, 210f
authors and printers, 88 table 5, 89–90,
123–25, 122 fig. 7

MARKING PROOFS AND PREPARING ENTRIES

- 18.118** *The initial review.* Experienced indexers usually begin by perusing the table of contents and scanning the rest of the proofs to establish what is in the work and where.
- 18.119** *Highlighting terms and beginning to type.* Highlighting terms to be used as main headings or subentries is the first essential step in preparing an index. It is normally done by hand-marking a set of proofs. Inexperienced indexers are advised to mark the proofs—at least in the early stages—with the same kind of detail as is illustrated in figure 18.1. Most indexers prefer to mark one section (or chapter or journal issue) at a time and to type and alphabetize the marked terms in that section before going on to the next section. The notes belonging to the section, even if endnotes, should be checked and, if necessary, indexed at the same time (see 18.110–13). As the indexer becomes more skilled in marking the proofs, less underlining and fewer marginal notes may suffice.
- 18.120** *How many terms to mark.* The number of terms to mark on any one printed page obviously depends on the kind of work being indexed. As a very rough guide, an average of five references per text page in a book will yield a modest index (one-fiftieth the length of the text), whereas fifteen or more

will yield a fairly long index (one-twentieth the length of the text). If the publisher has budgeted for a strictly limited number of pages, the indexer should work accordingly. Remember that it is always easier to drop entries than to add them; err on the side of inclusiveness. See also 18.30–31, 18.102, 18.114–17, 18.133.

- 18.121** *Marking entries.* To visualize the method advocated here, suppose you are indexing a chapter from Wayne Booth’s *For the Love of It* (University of Chicago Press, 1999), a discussion of work and play and work as play (see fig. 18.1). You have read through the chapter once and now have to go back and select headings and subheadings for indexing this particular section (of which only the first paragraphs are shown here). You decide that the whole section (pp. 54–56) will have to be indexed under both *work* and *play*, so you mark the section head as shown. (On the marked proofs, a colon separates a proposed principal heading from a proposed subheading.) Going down the page, you underline *Bliss Perry* (noting that it is to be inverted—Perry, Bliss—as a heading; similarly for the other personal names). You also underline *amateur* and *professional* (modifying them to the plural). In the second paragraph, you underline *work* and *love*, with proposed subheads, and Churchill (if you have to look up the first name, note it in the margin). You pass by *Chicago Symphony Orchestra* as tangential, but politicians may be considered as a heading.
- 18.122** *Planning subentries.* For each term marked, you should write in a modification—a word or phrase that narrows the application of the heading, hence a potential subentry. Although some such modifications may eventually be dropped, they should be kept on hand in case they are needed. Otherwise you may end up with some headings that are followed by nothing but a long string of numbers, which makes for an all but useless index entry. The modifications can be altered and added to as the indexing proceeds.
- 18.123** *Inclusive numbers.* If a text discussion extends over more than one page, section, or paragraph, both beginning and ending numbers—which will depend on what locator system is being used (see 18.12)—must be written in.
- 18.124** *Typing and modifying entries.* Each entry at this stage should include three elements: a heading, a modification (or provisional subentry), and a locator (page or paragraph number). While typing, you will probably modify some of the headings and add, delete, or alter subentries and locators. After typing each entry, read it carefully against the page proof. You are unlikely to have time to read the final printout against the marked-up proofs,

those who find the hurting of others fun, no arguments against it can fully succeed, and the history of efforts to explain why "human nature" includes such impulses and what we might do to combat them could fill a library: books on the history of Satan and the Fall, on the cosmogonies of other cultures, on our genetic inheritance, including recently the structure of our brains, on sadism and why it is terrible or defensible. And so on. I'll just hope that here we can all agree that to hurt or harm for the fun of it is self-evidently not a loving choice.¹

One embarrassing qualification: we amateurish amateurs do often inflict pain on others. We just don't do it on purpose.

Work and Play, Work-as Play: as play - 56 work as - 56

To celebrate playing for the love of it risks downgrading the work we do that we love. In fact we amateurs are often tempted to talk snobbishly about those who cannot claim that what they do they do for the love of it. As Bliss Perry put the danger: "[T]he prejudice which the amateur feels toward the professional; the more or less veiled hostility between the man who does something for love which another man does for money, is one of those instinctive reactions—like the vague alarm of some wild creature in the woods—which give a hint of danger."

The words "professional" and "work" are almost as ambiguous as the word "love." Some work is fun, some gruesome. Churchill loved his work—but needed to escape it regularly. I hated most of the farm work I did as an adolescent, and escaped it as soon as possible. I hated having to dig ditches eight hours a day for twenty-five cents an hour. Yet working as teacher and a scholar, I have loved most of my duties—even the drudgery parts. A member of the Chicago Symphony Orchestra told me that he hates his work—his playing—and is eager for retirement. Politicians celebrate work as what will save welfare recipients from degradation; for them, to require people to work, even if they're underpaid and even if the job is awful, is a virtuous act.

Such a mishmash of implied definitions makes it impossible to place work in any simple opposition to play or pleasure. In *Homo Ludens* Huizinga occasionally writes as if the whole point of life were to have fun by *escaping*

1. A fine discussion of the dangers threatened by "doing things for the love of the doing" is given by Roger Shattuck in *Forbidden Knowledge*. Shattuck argues that the art-for-art's-sake movement, with its many echoes of Pater's celebration of "burning" with a "hard, gemlike flame" and living for the "highest quality" of a given moment, risks moving us toward "worship of pure experience without restraint of any kind." The temptations of sadistic ecstasies lurk in the wings. As I shall insist again and again, to make sense out of a title like *For the Love of It* requires careful distinction among diverse "loves," many of them potentially harmful.

: loving one's
: of one's work

: work celebrated
by

18.57–59). If the system chosen proves unsatisfactory for the particular work as the index proceeds, a switch can be made if the publisher agrees.

18.126 *Final check of proofs.* After typing all the entries, read quickly through the marked-up proofs once again to see whether anything indexable has been omitted. You may find some unmarked items that seemed peripheral at the time but now, in the light of themes developed in later chapters, declare themselves significant. Or you may have missed major items. Now is the time to remedy all omissions.

18.127 *Noting errors.* Although not engaged to proofread, the indexer has to read carefully and usually finds a number of typographical errors and minor inconsistencies. If indexing a book (rather than a journal volume, most of which will already have been published), keep track of all such errors and send a list to the publisher (who will be very grateful) when, or before, submitting the index.

EDITING AND REFINING THE ENTRIES

18.128 *Deciding on terms for main headings.* The assembled entries must now be edited to a coherent whole. You have to make a final choice among synonymous or closely related terms—*agriculture*, *farming*, or *crop raising*; *clothing*, *costume*, or *dress*; *life*, *existence*, or *being*—and, if you think necessary, prepare suitable cross-references to reflect those choices. For journals, the terms may have been established in the indexes for previous volumes and should be retained.

18.129 *Main headings versus subentries.* You also have to decide whether certain items are best treated as main headings or as subentries under another heading. Where will readers look first? In a work dealing with schools of various kinds, such terms as *kindergarten*, *elementary school*, *middle school*, and *public school* should constitute separate entries; in a work in which those terms appear but are not the primary subject matter, they may better be treated as subentries under *school*. An index with relatively few main entries but masses of subentries is unhelpful as a search tool. Furthermore, in an indented index an excessively long string of subentries may begin to look like a set of main entries, so that users lose their way alphabetically. Promote subentries to main entries and use the alphabet to its best advantage.

18.130 *When to furnish subentries.* Main entries unmodified by subentries should not be followed by more than five or six locators. If, for example, the draft

though you should certainly retain the proofs for reference until the work has been printed. See also 18.105.

18.125 *Alphabetizing.* Many indexers alphabetize as they type; others let their software do it, intervening as necessary. By this time the indexer should have decided whether to use the letter-by-letter or the word-by-word system (see

Fig. 18.1. Sample page of proof from Wayne Booth's *For the Love of It*, marked up for indexing.

index of a work on health care includes an entry like the first example below, it should be broken up into a number of subentries, such as those in the second example, to lead users quickly to the information sought. The extra space needed is a small price to pay for their convenience.

hospitals, 17, 22, 23, 24, 25, 28, 29–31, 33, 35, 36, 38, 42, 91–92, 94, 95, 96, 98, 101, 111–14, 197
hospitals: administration of, 22, 96; and demand for patient services, 23, 91–92;
efficiency of, 17, 29–31, 33, 111–14;
finances of, 28, 33, 36, 38, 42, 95, 112;
and length of patient stay, 35, 94, 98, 101, 197; quality control in, 22–25, 31

18.131 *How to phrase subentries.* Subentries should be as concise and informative as possible and begin with a keyword likely to be sought. *The*, *a*, and *an* are omitted whenever possible. Example A below, *not* to be emulated, shows poorly worded and rambling subentries. Example B shows greatly improved subentries that conserve space. Example C adds sub-subentries, making for quicker reference but requiring more space (see 18.26–28). For arrangement of subentries, see 18.66–68.

Example A (not to be emulated)

house renovation	repairing dripping faucets, 99–100
balancing heating system, 65	replacing clogged water pipes, 125–28
building permit required, 7	replacing old wiring, 129–34
called “rehabbing,” 8	separate chimney required for fire-
correcting overloaded electrical circuits,	place, 192
136	straightening sagging joists, 40–42
how wallboard is finished, 140–44	termite damage to sills a problem, 25
installing ready-made fireplace, 191–205	three ways to deal with broken plaster,
painting outside of house adds value, 11	160–62
plumbing permit required, 7	violations of electrical code corrected,
removing paint from doors and wood-	135
work, 156–58	what is involved in, 5

Example B (improvement with fairly inclusive subentries)

house renovation, 5, 8	painting and decorating, 11, 156–58
electrical repairs, 129–34, 135, 136	plaster repair, 160–62
fireplace, installing, 191–205	plumbing repairs, 99–100, 125–28
heating system, balancing, 65	structural problems, 25, 40–42
legal requirements, 7, 135, 192	wallboard, finishing, 140–44

Example C (improvement with sub-subentries)

house renovation, 5, 8	painting and decorating: painting
electrical repairs: circuit overload, 136;	exterior, 11; stripping woodwork,
code violations, 135; old wiring,	156–58
129–34	plumbing repairs: clogged water pipes,
heating system: balancing, 65;	125–28; dripping faucets, 99–100
fireplace installation, 191–205	structural problems: sagging joists,
legal requirements: electrical code, 135;	40–42; termite damage, 25
permits, 7; separate chimney for	wall and ceiling repairs: broken plaster,
fireplace, 192	160–62; wallboard, finishing, 140–44

If it looks as though an index is going to require a great many sub-subentries, the indexer should check with the publisher before proceeding.

18.132 *Cross-referencing.* Make sure that all cross-references match the edited headings (see 18.15–22).

SUBMITTING THE INDEX

18.133 *Gauging length.* If the publisher has specified a maximum number of pages for a printed index, you can gauge whether you are within the limit by temporarily formatting your index to a narrow line width (but see next paragraph). The publisher can tell you (or has already told you) whether the printed index is to appear in two or three columns, how wide each column is to be, and how many lines are to appear on each page. If necessary, you then may do further editing and cutting. See also 18.120.

18.134 *Submission format.* Having carefully proofread the draft and checked all cross-references, punctuation, and capitalization to ensure consistency, you will now send the final draft in electronic and printout form to the publisher. Allow margins of at least one inch both left and right, and leave the right margin unjustified. Do not waste paper by using a very narrow line length; the index will probably be edited online in any case. (Do not attempt to print double columns.) Avoid hyphenation except for hard hyphens (see 2.15). Leave an extra line space between alphabetical sections. Unless otherwise instructed, double-space the entire printout (though the electronic file can remain single spaced). Ask the publisher whether hanging indentation is required (see 2.14, 18.105). If there is more than one index, give each an appropriate title (Author Index, Subject Index, etc.); each